

Department of Information Technology (DoIT)
Request for ITPO Approval of an Option Year
Checklist

I. Contract Renewal Option Submission Package (items must be provided):

1. Copy of the page(s) from the contract containing the option language.
2. Copy of either:
 - a. The notification to the contractor of the Agency's intent to exercise the renewal, contingent upon DoIT/BPW approval. (Preferred)
 - b. The proposed notification to the contractor that the renewal option is being exercised. (This should be a draft only. This notification should not actually be sent until DoIT/BPW approval has/have been obtained.)
3. Properly executed Contract BPO entered into ADPICS with correct approval paths (*includes BPW approval, Department D05, if applicable) and including all Crosswalk information and MBE screen (PHCL 2345) filled in.
4. A statement explaining why the renewal option is recommended in lieu of a new procurement to obtain better pricing through competition. Justify why it is in the State's best interest to exercise the option in terms of quality of service, good pricing or any other applicable factor.

Also, as applicable:

5. If the option being exercised is the last renewal option on the contract and the information technology (IT) activity is still needed, submit a plan for re-procuring with a timeline.
7. If a name change, assignment or novation has occurred, provide a copy of the name change modification or the novation agreement/modification that transfers the contract to a successor.
8. If the original contract contains an MBE participation goal, provide a document showing the goal and as of the submission of the request for approval of the renewal:
 - a. The total payments made to the contractor(s),
 - b. The total payments made to the MBE subcontractor(s), and
 - c. The percentage of the payments made to the subcontractor(s) compared to the payments made to the contractor(s).